



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

0300
C-771

Page No.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY *Dept of Public Works*

DIVISION *Director's Office*

Item No.	Description	Retention
1.	<u>General</u> Subject arrangement of original incoming letters, memorandum and any and all other material related to the administration of the bureau and/or division. Includes seven (7) categories: General; Bureau; Agency; Projects; Personnel; Citizen Requests; Legislation.	Retain five (5) years then destroy.
2.	<u>Payroll/Time & Attendance</u> Files consist of original Time & Attendance records for Director's Office personnel and print-outs from automated Time & Attendance.	Retain three (3) years then destroy.
3.	<u>Special Boards/Commissions/Committees/Work Groups</u> Files consist of meeting correspondence and notes from various work groups, committees, advisory boards. In some cases, members representing A.A. County are the only individuals holding files pertaining to the decisions that may directly effect the policy or law adopted by the County.	Retain permanently. Microfilm periodically and transfer to State Archives periodically.
4.	<u>Deputy Director Staff Meeting Notes & Director's Planning Session Notes</u> Files consist of meeting notes taken during weekly meetings held with the Director, Assistant Director and Deputy Directors. Information entails Departmental planning, policy and operational changes. Files also consist of Director's Planning Session material, agenda and reports which are attended by various managers and supervisors w/in the Department.	Retain permanently. Microfilm periodically and transfer to State Archives periodically.

Schedule Approved by
Records Management Officer

3/8/96
Date

Jaqueline Ryan
Signature

Schedule Approved by
Chief Administrative Officer

10/23/86
Date

[Signature]
Signature

Schedule Approved by
Agency, or Division Representative

2/28/96
Date

[Signature]
Signature

Schedule Approved by
State Archivist

DEC 20 1996
Date

Edward C. Papenfuss
Signature

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 4

1. DEPARTMENT/AGENCY

Anne Arundel County

2. DIVISION

Dept. of Public Works

3. UNIT

Director's Office

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Payroll/Time + Attendance

5. EARLIEST YEAR/LATEST YEAR

1991 TO 1994

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Files consist of original Time + Attendance records for Director's Office personnel and print-outs (screen prints) from automated Time + Attendance system.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
1/2
NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
1/2
NUMBER

11. FILE IS USED

- ☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Dpw - 2662 Riva Road, 4th Floor
Executive Office
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☒ YES ☐ NO Payroll Office

15. ACCESS RESTRICTIONS

☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

3 years, then destroy

19. NAME AND TITLE OF PREPARER

K. Cogar

20. TELEPHONE NUMBER

222-7092

21. DATE

10/24/94

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Anne Arundel County

2. DIVISION

Dept. of Public Works

3. UNIT

Director's Office

DEFINITION-RECORD SERIES A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Special Boards/Commissions/Committees/Work Groups

5. EARLIEST YEAR/LATEST YEAR

1989 TO 1994

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Files consist of meeting correspondence and notes from various work groups, committees, advisory boards. In some cases, members representing the County are the only individuals holding files pertaining to the decisions that may directly effect the policy and/or law adopted by the County.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

- ☐ DAILY ☒ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- Permanent ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

DPW - 2662 Riva Rd, 4th Floor
Executive Office File Room
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Permanent - Periodically transfer to Md State Archives

19. NAME AND TITLE OF PREPARER

K. Cogar

20. TELEPHONE NUMBER

222-7092

21. DATE

10/24/94

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Director's Office

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Dep. Director Staff Mtg. Notes/Dic. Planning Session Notes

5. EARLIEST YEAR/LATEST YEAR

1989 TO 1994

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Files consist of meeting notes taken during weekly meetings held w/ the Director, Assistant Director and Deputy Director. Information entails Departmental planning, policy and operational changes made. Files also consist of material and agenda pertaining to the Director's Planning Session and attended by various managers and supervisors of the Department.

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1/2
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Annapolis, MD 21401

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☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

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18. RECOMMENDED RETENTION

Permanent - Periodically transfer to Md State Archives

19. NAME AND TITLE OF PREPARER

H. Cozar

20. TELEPHONE NUMBER

222-7092

21. DATE

10/24/94